



# Summary of Test Administration Policies for the ACT – State Testing

The following ACT policies must be followed by all testing staff for state testing:

## Standardized Procedures

ACT State Testing must be administered **only** on the day and at the time for which state testing is scheduled. ACT provides detailed directions for selecting appropriate testing facilities and staff, protecting the security of test materials, and administering the test in a standardized manner. All testing personnel are required to read the materials provided by ACT, including the *Supervisor's Manual of Instructions*, and to conduct each administration in compliance with ACT's procedures. Adherence to ACT's standardized procedures is mandatory. In cases of suspected or documented testing irregularities, all testing staff are obligated to cooperate fully with ACT in subsequent investigations and respond to ACT's requests for information in a timely manner.

## Attentiveness

Testing staff must remain attentive to testing responsibilities throughout the entire administration. Reading (except the manual), grading papers, talking casually with other staff, or engaging in any activity not directly related to the administration is not allowed.

Staff must walk around the test room to ensure examinees are working on the correct test and recording their answers on the correct section of the answer folder. Moving around the test room also makes staff available to answer procedural questions, respond to illness, or replace defective test materials. It also discourages prohibited behavior.

## Confidentiality of Examinee Information

Testing personnel are not permitted to share information about examinees or the test administration itself, with any party other than ACT. Information about examinees is confidential (including their names). Testing staff must not make copies of any documents containing individually identifiable information about examinees or use such information for any purpose other than administering the test. Questions from any source other than ACT or the designated state education agency concerning attendance or procedures followed on test day are to be referred directly to ACT or the state agency.

## Test Preparation

Due to potential conflict of interest, those involved in test preparation activities for the ACT at any time during the current testing year (September 1 through August 31) may not serve as testing personnel. ACT recognizes that the normal duties of a counselor or teacher may involve some responsibilities for test preparation. These activities by teachers or counselors are **not** a conflict of interest, *provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.*

## Testing Relatives

To avoid the appearance of a conflict of interest and to protect testing staff and their relatives or wards from allegations of impropriety, an individual may not serve as Test Supervisor or Back-up Test Supervisor for the state administration of the ACT, or have access to secure test materials prior to test day, if a relative (i.e., child, stepchild, grandchild, niece, nephew, sibling, etc.) or ward will be testing *anywhere* in the state.

Because Test Supervisors have prior access to secure test materials, if a relative or ward will be testing at any school in the state this year, the Test Supervisor must delegate all supervisory responsibilities, including the receipt and return of test materials, to a qualified colleague and notify ACT of this action prior to the test day.

In addition, if an examinee is testing at the same school where a relative or guardian is serving as a room supervisor or proctor, that examinee must not be assigned to test in a room where his or her relative or guardian is working.

**ACT scores for an examinee will automatically be cancelled if:**

- (a) **that examinee is found to have tested on the same test date on which a relative or guardian served as a Test Supervisor at any school or had access to secure test materials prior to test day or**
- (b) **if that examinee tested in a room in which a relative or guardian served as a room supervisor or proctor.**

## Security of Test Materials

Test materials must be kept in a locked, secure area, such as a vault or non-portable cabinet in a locked, limited access room. Only the Test Supervisor, Back-up Test Supervisor, and possibly a few specifically authorized persons may have access to the area. The Test Supervisor must protect the materials from damage, theft, or loss, and from conditions that could allow prior access to the tests.

ACT test forms are copyrighted and cannot be photocopied, used for any purpose other than state testing, or opened by any person other than the examinee on the test date. Scores earned by examinees who may have had advance access to test content will be cancelled, and will not be provided to examinees or to educational institutions.

NOTE: *This summary is not intended to be all inclusive. The Supervisor's Manual of Instructions provides more complete policy and procedure information.*

*All testing personnel are required to read the Supervisor's Manual and to comply with all policies and procedures described therein and in any supplemental policy statements provided by ACT. Please contact ACT if you have any questions regarding ACT's test administration policies.*